



Department of Public Health and Human Services
Child and Family Services Division
Child and Adult Care Food Program
111 N Jackson, 5th Floor
PO Box 202925
Helena, Montana 59620-2925

SELF-CERTIFICATION OF NONLICENSED FACILITIES
Outside-School-Hours Care Centers

_____ certifies to the Department of Public Health and Human Services (DPHHS) the following:
(Name of Sponsor)

1. Staff/child ratios are:
 - for children under six weeks of age – 1:1
 - for children ages six weeks up to three years – 1:4
 - for children ages three years up to six years – 1:6
 - for children ages six years up to ten years – 1:15
 - for children ages ten and above – 1:20
2. Child care services are available without discrimination on the basis of race, color, national origin, sex, age or disability.
3. Safety and sanitation requirements are in effect whereas:
 - a current health/sanitation permit or satisfactory report of an inspection has been conducted by local authorities within the past 12 months and shall be submitted.
 - a current fire/building safety permit or satisfactory report of an inspection have been conducted by local authorities within the past 12 months and shall be submitted.
 - fire drills are held in accordance with local fire/building safety requirements.
4. Facilities are suitable whereas:
 - ventilation, temperature, and lighting are adequate for children's safety and comfort.
 - floors and walls are cleaned and maintained in a condition safe for children.
 - space and equipment, including rest arrangements for preschool-age children, are adequate for the number and age range of participating children.
5. Social services are available where independent centers and sponsoring organizations, in coordination with their facilities, have procedures for referring families of children in care to appropriate local health and social service agencies.
6. Health services are available whereas:
 - each child is observed daily for indications of difficulties in social adjustment, illness, neglect, and abuse and that appropriate action is initiated.
 - a procedure has been established to ensure prompt notification of the parent or guardian in the event of a child's illness or injury, and to ensure prompt medical treatment in the case of emergency.
 - health records, and evidence of immunizations are maintained for each enrolled child.
 - at least one full-time staff member is currently qualified in first aid, including artificial respiration techniques.
 - first aid supplies are available.
 - staff members undergo initial and periodic health assessments.

7. Staff is adequately trained whereby the institution provides for orientation and ongoing training in child care for all care givers.
8. Parents are involved and are afforded the opportunity to observe their children in child care.
9. Background checks will be performed to ensure any care giver or other person present in the center while the children are in care shall not:
- have been convicted or adjudicated of a crime involving harm to children.
 - be currently diagnosed or receiving therapy or medication for a mental illness or emotional disturbance which might create a risk to children in care.
 - be chemically dependent upon drugs or alcohol.
 - have been named as a perpetrator in a substantiated report of child abuse or neglect.
10. Self-evaluations are conducted periodically whereas:
- the institution has established a procedure for periodic self-evaluation on the basis of CACFP child care standards.
 - the institution has established organized activities.
 - the institution has adequate kitchen and restroom facilities.
 - the institution has appropriate games and materials.
 - emergency medical care is available.
 - child staff ratios are reviewed.

I have on file in my office a current health/sanitation permit. ☐ Yes ☐ No _____
A copy is enclosed. Expiration Date of Permit

I have on file in my office a current fire/building permit. ☐ Yes ☐ No _____
A copy is enclosed. Expiration Date of Permit

CERTIFICATION

I certify that our institution is in compliance with the above requirements for annual participation in the CAC FP as part of Federal Regulation 7 CFR 226.6(d).

Signature of Authorized Representative

Date